Notes from March 12, 2012

1. Can we print out a class schedule from Textbook manager once we have given you the information you need?
2. Can class changes run more often at the beginning of the year to reflect schedule changes?
   1. They could go back to importing at night after schedule changes are done.
3. Can you tie checkout with fall or spring semester classes?
   1. This would allow us to have different due dates

Jason’s Responses

1) Yes (by printing the class schedule page)

2) The import takes 45 minutes to an hour, and slows the destinySQL server significantly.

3) I'm working on this.

Textbook Manager

1. A checkbox for classes that do not have a textbooks
2. Price listed in the “view classes” section
3. In “View Classes” add room associated with the teacher for that period.
   1. This will help us find staff who travel between classes to another room
4. Allow either the District Destiny manager or local Destiny Manager to change the due dates globally.
5. How are students checked out at your school when they leave?
   1. Most, but not all students receive a white checkout form for the records clerk.
   2. Student goes to each class to receive their grade and then return material to the Media Center.
   3. Some students receive their white checkout form from the counselors
   4. If a student goes to Creekside and has not checked out from a site, then contact Sue Campbell, the records clerk at Creekside. She will help obtain any material a student may still have.
6. Give rights to the Records clerk to move material to lost.
   1. This would occur when the records clerk give the checkout list
   2. If a student returns the book, there is no harm since it will be put back in the collection.
   3. Also, this will ensure the book is not transferred to Creekside or another school in our district.

Fine Policy

1. Reduce to Four Areas
   1. Minor Repair – No Fine – Just a note
      1. Define Minor Repair
   2. Minor Repair with damage- $5
   3. Major Repair - $20
   4. Major Repair with Damage – Replacement of book
      1. Excessive Profanity throughout the book
         1. Subjective and determined by Librarian and/or Media Tech
      2. Water Damage
         1. Any water damage is a Major repair since Mold can show up weeks later.
      3. Broken Binding – Not caused by age of book
         1. Subjective and determined by Librarian and/or Media Tech
      4. Replacement cost of book is the current cost to replace the book and 20% to cover tax and shipping.
2. Fines notes are placed in the copy section in the notes part.
   1. This details the damage and fine for this copy.
3. Items that are considered for fines
   1. Broken Binding
      1. Major Repair
      2. Replacement cost
   2. Cover
      1. Torn
         1. Sent to Binding Company for repair
            1. Major Repair
      2. Corner Damage
         1. Minor Repair with Damage
   3. Defacing the book
      1. Graffitti
         1. Major repair with Damage
      2. Excessive Profanity
         1. Major Repair with Damage
      3. Highlighting
         1. Minor Repair with Damage
      4. Writing in book
         1. Minor Repair with Damage
   4. Water Damage
      1. Major Repair with Damage
         1. Even minor water damage since mold may not show up for weeks.
   5. Barcode
      1. Missing or torn off
         1. Minor Repair with Damage
      2. Defaced
         1. Minor Repair with Damage
   6. Torn or ripped Pages
      1. Non-Instructional Pages
         1. Minor repair with Damage
      2. Instructional pages
         1. Major Repair
            1. Subjective and the number of pages missing may reflect the fine assessed on the copy.

**Ken Krug**

Delivered a demonstration of ebooks and Folletshelf to Secondary Librarians

**Print Policy**

Each High School site reported on their practices. Michael Civalleri had the practice that interested everyone at hour meeting

1. Each student has a quota of 40 pages per month.
2. If they exceed the quota, they cannot print until next month
3. At Irvine High, students do have the option of paying for print jobs past their quota.
   1. The price is 10 cents per one sided print.
4. Students print to copiers around campus designated for printing.

**ETextbooks**

Not Ready for Prime yet.

Apple’s announcement will work for private schools. Not for Public Schools

**Textbook Statistics**

Project by Jason Miles. Woodbridge is the demo site. Jason is now accepting Courses from the sites.

Must have the following

1. Course Name
2. Course Number (From Eagle)
3. Barcode – from one of the textbooks in the course.